

**APPLICATION DEADLINE: OCTOBER 20, 2006**

## **COLORADO HERITAGE PLANNING GRANT PROGRAM PROGRAM GUIDELINES AND APPLICATION**



**For assistance, please contact Office of Smart Growth staff and/or your field manager:**

Southwestern - Ken Charles - Durango (970) 247-7311; [charles\\_k@fortlewis.edu](mailto:charles_k@fortlewis.edu)  
South Central - Debra Downs - Monte Vista (719) 852-9429; [deb.downs@state.co.us](mailto:deb.downs@state.co.us)  
Northeast - Kent Gumina - Ft. Morgan (970) 521-6714; [kent.gumina@state.co.us](mailto:kent.gumina@state.co.us)  
Central – Clay Brown - Golden (303) 273-1787; [clay.brown@state.co.us](mailto:clay.brown@state.co.us)  
Southeastern – Lee Merkel - Pueblo (719) 544-6577; [lee.merkel@state.co.us](mailto:lee.merkel@state.co.us)  
North Central - Don Sandoval - Loveland (970) 679-4501; [don.sandoval@state.co.us](mailto:don.sandoval@state.co.us)  
Northwestern – Jack Kirtland - Grand Junction (970) 248-7333; [jack.kirtland@state.co.us](mailto:jack.kirtland@state.co.us)  
Northern - Cathy Shipley - Frisco (970) 668-6160; [cathy.shipley@state.co.us](mailto:cathy.shipley@state.co.us)

**Office of Smart Growth Staff:**

Eric Bergman, Director - (303) 866-4552; [eric.bergman@state.co.us](mailto:eric.bergman@state.co.us)  
Andy Hill - (303) 866-3785; [andy.hill@state.co.us](mailto:andy.hill@state.co.us)  
1313 Sherman Street, Room 521 - Denver, Colorado 80203 - (303) 866-2156



# COLORADO HERITAGE PLANNING GRANT PROGRAM

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## COLORADO HERITAGE PLANNING GRANTS PROGRAM

**Overview.** Many Colorado communities have experienced rapid growth since the 1990s. While this growth has brought prosperity to many areas of the state, it has also created a number of growth-related problems such as inadequate infrastructure, traffic congestion, lack of affordable housing, overcrowded classrooms and loss of wildlife habitat, open space and agricultural lands.

In the 2000 General Assembly, Colorado's legislature passed into law HB 00-1427 (24-32-3201, C.R.S., et seq.), which created the Office of Smart Growth in the Colorado Department of Local Affairs (DOLA). The legislation also established the Colorado Heritage Planning Grant (CHPG) program. The CHPG Program was created "to recognize and reward communities that cooperatively plan for and manage growth," and to "assist such governments in anticipating and responsibly addressing the unique public impacts caused by growth."

The legislation created the Colorado Heritage Communities Fund, charged DOLA with the designation of Colorado Heritage Communities, and provided CHPG funds to be awarded through a competitive selection process. During the first three years of the program, over \$1.6 million was awarded to 38 multi-jurisdictional projects involving over 100 local government partners around the state.

**Technical Assistance to Prospective Applicants.** Application forms and technical assistance are available from department regional managers around the state. Names, phone numbers and addresses of department staff regional managers are listed on the cover of this packet. Applicants are encouraged to contact department regional managers and OSG staff for assistance in project development and in filling out the application.

**Eligible Recipients.** By statute, eligible recipients are "local governments" defined for the purpose of this program as "any county, city and county, city, town, or special district created pursuant to Article 1 of Title 32, C.R.S." (24-32-3202(7)). Water banking projects by irrigation districts, ditch companies, and conservancy districts in the Arkansas River Basin are also eligible. (24-32-3203(3)(c)(I))

**Eligible Activities.** Three forms of discretionary grants are permissible from the Colorado Heritage Communities Fund:

1. **Master Plan Grants.** The statutes limit the use of this grant fund for master plan grants (24-32-3203 (3)(d)). In prior years, DOLA has been able to fund grant requests for local government master plans from other sources, primarily the Energy and Mineral Impact Assistance Program. Because of the limited funding in the Colorado Heritage Communities Fund, DOLA staff anticipate that this practice

will continue, allowing the majority of the Heritage Communities Fund to be applied to the multi-jurisdictional grants described below.

**Please contact your DOLA Regional Manager or Office of Smart Growth Staff if you intend to apply for a single jurisdiction master plan grant.** DOLA staff will help you determine if other grant programs could be applied to your project.

2. Colorado Heritage Planning Grants. **For the reasons cited above, these grants are identified by DOLA as the priority use of the Colorado Heritage Communities Fund moneys.**

An application for such a grant shall:

- a. “Be submitted jointly by the governing bodies of at least two local governments; and
  - b. Address critical planning issues, including, without limitation, land use and development patterns, transportation planning, mitigation of environmental hazards, and energy use.” C.R.S. 24-32-3204
3. Water Banking Grants. In the 2001 session of the General Assembly, legislation (HB01-1354, C.R.S. 37-80.5-101, et seq. and C.R.S. 24-32-3203(3)(C)(I)) was passed “concerning the establishment of a water banking system.” The legislation “allows local governments, irrigation districts, ditch companies, and conservancy districts to utilize Colorado Heritage Planning grants to develop plans regarding water banking.”

**Application Due Date.** The application due date is 5:00 p.m., Friday, October 20, 2006. Applications must be received in the Office of Smart Growth by that time. Faxed or e-mailed applications are permitted.

**Maximum Grant Amount.** The Colorado General Assembly appropriated \$200,000 for the Colorado Heritage Communities Fund in 2006. While there is no limit on the amount of funding an applicant may request, \$50,000 is the suggested maximum grant amount. In cases where a large number of local governments apply jointly to fund a project, higher grant amounts will be considered.

**Project Selection Criteria.** The following criteria or guidelines are used by department staff and the executive director in reviewing applications and making funding decisions:

- a. The range and extent of growth-related impacts affecting the applicants’ jurisdictions, and, the extent to which the proposed project addresses existing or projected negative community impacts.

- b. The extent to which the problems or impacts to be addressed are regional in nature and require a regional, multi-jurisdictional response.
- c. The extent to which the project is multi-objective in nature. In addition to land use planning and other typical growth management goals, the project addresses other related community goals impacted by growth such as historic preservation, affordable housing, economic revitalization, sense of community, and preservation of open space, natural heritage and fragile natural resources.
- d. The extent to which the project is innovative in goals and/or approach.
- e. The extent to which the project has demonstration value; and promises to yield beneficial results through a process that could be replicated in other jurisdictions or regions.
- f. The extent to which the project involves multiple private and public partners in identifying and resolving impacts.
- g. Consistency with local/regional plans. To the extent possible, the program will be supportive of locally and regionally adopted plans governing land use, development, growth management, and comprehensive planning. Where applications conflict with such plans, department staff will work to identify such conflicts during the review process and will work with appropriate parties to resolve such conflicts before a decision on the application is rendered.
- h. Availability of alternative funding sources. Applicants will be expected to explore all other sources for which their proposals may be eligible, and specify efforts to receive funding from such sources. For proposals eligible for more than one source, the executive director may adjust the priority or level of funding, based on the degree to which the project relates to growth impacts and the degree of eligibility for other funds.
- i. Amount of local cash and other funds relative to the grant request amount. Larger matching amounts are generally more competitive. Where appropriate, evidence of the ability to meet ongoing operational costs strengthen an application.
- j. The level of in-kind contributions committed to the project. In addition, letters that demonstrate community support from applicable local civic groups and associations will be considered.
- k. The relationship of the project to identified community goals and/or documented public health and safety issues.

- l. The applicants' fiscal capacity and ability to self-fund the project.
- m. The likelihood and urgency of timely implementation of the proposed project.
- n. The overall feasibility of the proposed project.
- o. The likelihood the project can be completed within the proposed budget.
- p. The management capability of the applicants/administrators.
- q. The consequences of not providing funding.

**Funding Decision.** Following staff review, the executive director will send written notification to each applicant concerning the award decisions.

**A letter from the executive director announcing a decision to provide project funding is not a formal obligation of funds by the state,** but rather an offer to enter into a grant contract for the amount and project specified. Conditions, such as formation of a taxing district, increased local financing share, or development of necessary plans may be stated in the letter. Such conditions must be met either prior to or during the time of performance of the project.

**Contracting.** The offer to contract is generally held open for a maximum of three months. Following receipt of an award letter, DOLA staff and the recipient jurisdiction(s) negotiate a draft contract. This may be sent to the Attorney General's Office for review and comment. After any necessary revision and approval by all parties, the final contract copies are routed for signature, starting with the grant recipient. The contract is then routed to the executive director of the department. The grantee will receive a copy of the contract when it has been fully executed. The contracting procedure generally takes from ten to thirty days from the time the final contract is sent by the grantee to the department's office in Denver, beginning the state signature process.

**Grant recipients should not encumber or expend any grant funds before they receive a fully executed contract from the department.** An executed copy of the contract has signatures from the grantee, contract reviewer, executive director and the department controller. **Expenses incurred prior to the execution date of a contract are the obligation of the grantee and cannot be reimbursed by the state.**

The provisions of the contract generally include the following:

- 1. Scope of Work. Each contract contains a "Scope of Services," which describes the project to be performed using Colorado Heritage Planning

Grant funds. This narrative explains the project, payment process, performance schedule and other operational details.

2. Monitoring. During the course of the contract, a specific DOLA staff member will periodically review project progress. The assigned staff will be the grantee's primary contact with the department for the duration of the project and will be responsible for review of reports and payment requests as specified in the grant contract. Specific details as to the frequency and form of monitoring will vary depending upon the nature and scope of the project. In some cases, other state agencies will assist the department with technical monitoring of projects.
3. Payment Schedule. Usually a front-end or initial payment is made within ten to thirty days of the execution of a contract. Upon request and receipt of proper documentation and approval of actual expenditures made during the course of a project, interim payments are issued, reimbursing the recipient for incurred expenses. The particular payment schedule and required performance review is specified in the contract. The grantee initiates the request by submitting to the assigned DOLA staff monitor documentation of expenditures and a project status report with a description of work completed to date. Upon review/approval of the request, the project monitor requests that an interim payment be issued to the grantee. It generally takes ten to thirty days from the time a request for payment is received by staff for a payment to be issued.

The state retains a specified amount of the grant funds until such time as the project is completed and the grantee has fulfilled all obligations under the contract. The retainage is released upon project completion and receipt and approval of the final project report. Grantees should plan on covering the final project costs with local funds pending release of the state retainage.

4. Amending a Contract. In the event revision of an existing contract is necessary, the grantee should immediately contact the specific department staff member responsible for the project. The grantee will be asked to submit to the executive director a written request justifying an amendment and specifying the desired changes. A staff review of the request will be conducted and the results provided to the executive director for a decision.
5. Closeout. Final reports and requests for reimbursement are due within 90 days of expiration of the contract.
6. Reporting. **All eligible participants receiving funds under this program shall submit to the executive director by January 1 of each year following the year in which a grant was made a report containing a statement of all moneys received, the purposes for which the moneys were used, the participant's compliance with legislative directives, and such other information that the executive director may require.** An

eligible participant may submit the information required to the executive director as part of the reporting of any other information required to be submitted to the department under any other applicable law by the date specified above. The reporting form may be accessed online at [www.dola.state.co.us/smartgrowth/chpg.htm](http://www.dola.state.co.us/smartgrowth/chpg.htm).



**STATE OF COLORADO**

# \_\_\_\_\_  
(For Use by State)

**Department of Local Affairs  
Office of Smart Growth  
Colorado Heritage Planning Grant Program**

**APPLICATION**

**A. GENERAL AND SUMMARY INFORMATION**

1. Name/Title of Proposed Project: \_\_\_\_\_  
\_\_\_\_\_

2. Applicants: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(In the case of a multi-jurisdictional application, name of the "lead" municipality, county, city and county special district, irrigation district, ditch company or conservancy district).

3. Chief Elected Official (In the case of a multi-jurisdictional application, chief elected official of the "lead" political subdivision):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

4. Designated Contact Person for the Application:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

5a. Amount requested: \_\_\_\_\_. Does the applicant jurisdiction have the ability to receive and spend state grant funds under TABOR spending limitations? Yes \_\_\_ No \_\_\_  
If no, please explain.

5b. Does the applicant plan to or need to seek voter-approval of this state fund? Yes \_\_\_ No \_\_\_

6. Brief Description of Proposed Project (100 words or less):

**B. DEMOGRAPHIC INFORMATION (Provide for all participating local governments)**

**Population**

1. What was the 2004 population of each of the applicant jurisdictions?
  
2. What are the current estimated populations for each of the applicant jurisdictions? What is the source of the estimate? What is the growth rate for the past 5 years?
  
3. What are the population projections for the applicant jurisdictions in 5 years? What is the source of the projections? NOTE: The Demography Section of the Department of Local Affairs prepares population projections for all counties in Colorado. Municipal and special district population projections will need to be prepared using the best available local data.

**C. PROJECT BUDGET & FUNDING SOURCES**

PROJECT EXPENDITURES		PROJECT REVENUES			
Project Budget Items: (Please provide a detailed description of project expenditures by category and/or activity (e.g., GIS/ mapping, consultant services, etc.)	Total Cost	Colorado Heritage Planning Grant	Other Funds Requested or Committed		
			Amount*	Source	Status**
<b>TOTAL</b>					

\*Indicate cash or in-kind

\*\*e.g., committed, in application stage, etc.

**D. RELATIONSHIP TO GROWTH IMPACTS.** The statutory purpose of the Colorado Heritage Planning Grant program is to provide financial assistance to local governments “in anticipating and addressing the unique public impacts caused by growth.” This section of the application provides an opportunity for the applicant to describe jurisdictional and regional growth impacts, and the relationship of the application to those impacts. Please refer to the project selection criteria on pages 4-6 of the program guidelines.

1. Briefly describe the range and extent of negative growth impacts and the extent to which the proposed project addresses those impacts.
  
  
  
  
  
  
  
  
  
  
2. Why is a regional, multi-jurisdictional response to growth impacts required?
  
  
  
  
  
  
  
  
  
  
3. List and briefly describe the objective(s) of the proposal.
  
  
  
  
  
  
  
  
  
  
4. To what extent is the project innovative in goals and/or approach?
  
  
  
  
  
  
  
  
  
  
5. To what extent will the project have demonstration value (i.e., yield results that could be replicated in or provide useful information to other jurisdictions or regions)?

6. To what extent does the project involve multiple private and public partners in identifying and addressing impacts? Please provide letters that demonstrate community support from applicable local civic groups and associations.
7. To what extent will the proposed project support locally/regionally adopted plans governing land use, development, growth management, and comprehensive planning?

**E. PROJECT PLANNING AND MANAGEMENT**

8. To what extent have applicants explored all other funding sources for which this proposed project may be eligible, and made efforts to receive funding from such sources?
9. If the proposed project is funded, what on-going operational obligations will be incurred? What is the applicants' plan for addressing these additional costs?
10. What is the relationship of the proposed project to identified community goals and/or documented public health and safety issues?
11. What is the likelihood and urgency of timely implementation and completion of the proposed project? What is the proposed starting date? Completion date?

12. List the individuals and organizations responsible for managing and carrying out the proposed project. Identify the roles (e.g., responsible administrator, fiscal manager, planning consultant, etc.) and briefly describe the qualifications of each responsible party. In cases in which an individual or organization has not yet been selected for a particular role, briefly describe the proposed qualifications and method of selection.
  
13. Please add any additional information that will be relevant to the project.

\*\*\*\*\*

To the best of my knowledge and belief, statements and data in this application, including other documentation, are true and correct and its submission has been duly authorized by the governing body of the applicant/lead jurisdiction and other participating jurisdictions.

_____ Jurisdiction	_____ Jurisdiction	_____ Jurisdiction
_____ Signature, Chief Elected Official	_____ Signature, Chief Elected Official*	_____ Signature, Chief Elected Official*
_____ Name (typed or printed)	_____ Name (typed or printed)	_____ Name (typed or printed)
_____ Title	_____ Title	_____ Title
_____ Date	_____ Date	_____ Date

\*Additional signatures are required for “multi-jurisdictional” applications. The Chief Elected Official of each local government participating in the application must sign. Please copy this page for additional signatures of partners.

\*\*\*\*\*

Please submit **one** original and **five** copies to:

Department of Local Affairs  
Office of Smart Growth  
1313 Sherman Street, Room 521  
Denver, Colorado 80203

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Attachments List (Please submit up to two sets of attachments per application)